



DEPARTMENT OF THE ARMY & AIR FORCE
WEST VIRGINIA ARMY AND AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ng.mil/hro/>

Announcement Number: 18-184	Opening Date: 26 September 2018 Closed Date: 26 October 2018
DUTY LOCATION: 167 th AW, Martinsburg, WV 25405 UNIT OF ASSIGNMENT: 167 th AW, Martinsburg, WV 25405 FULL TIME SUPPORT POSITION: Airfield Manager MILITARY DUTY TITLE: Airfield Manager	
MINIMUM GRADE AUTHORIZED: E-5 MAXIMUM GRADE AUTHORIZED: E-7	AFSC: 1C7X1 Must have AFSC not a cross training opportunity
AREA OF CONSIDERATION: Open to all members of the West Virginia Air National Guard. **THIS POSITION IS BASED ON AVAILABILITY OF RESOURCES**	
Duties include but are not limited to: Manages airfield operations, coordinates with aircrews, air traffic control and various other base agencies to ensure safe aircraft operations within the airfield environment and through the national and international airspace systems.	

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UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405

FULL TIME SUPPORT POSITION: Airfield Manager

MILITARY DUTY TITLE: Airfield Manager

MINIMUM GRADE AUTHORIZED: E-5

AFSC: 1C7X1

MAXIMUM GRADE AUTHORIZED: E-7

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Air Requirements:

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.

(2) NGB Form 34-1 dated 11 November 2013 located on our HRO website at [https://www.wv.ngb.army.mil/jobs/AGR/ngb34-1\(1\).pdf](https://www.wv.ngb.army.mil/jobs/AGR/ngb34-1(1).pdf) under FORMS (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

Find the form at: <https://www.wv.ngb.army.mil/jobs/>

(3) Copy 4 (**Member Copy**) of all previously issued DD 214s.

(4) Point Credit Summary from VMPF.

<https://ww3.afpc.randolph.af.mil/vmpf/Hub/Pages/Hub.asp>

(5) Weight verification within the last 30 days by Medical Group personnel.

(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.

(7) Report of Individual Fitness Status from AFFMS II. (Member must have a current, passing fitness score in order to certify for this position.)

<https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp>

(8) Must submit last three Enlisted Performance Reports (AGR Members Only).

(9) Report on Individual Personnel (RIP)

**** Please scan to one file before emailing****

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position.

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Acceptance of demotion must be in writing and included in the assignment application package.

HOW TO APPLY: Application must be scanned into **ONE** pdf file and emailed to USAF.WV.ANG.LIST.AIR-AGR@MAIL.MIL. **Applications must be received by 1600 of the closing date. Failure to submit all the required documents by End of Day on the closing date will cause your application to be disqualified, and it will not be considered. Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6425 or DSN: 623-6425.**

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Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.

KELLY D. AMBROSE
LTC, JA, WVARNG
Human Resource Officer

